

Scanner Overview	Vignette	Tab
How to scan a barcode	Bar-Code Scanner Overview	Bar Code Scanning Overview
How to scan with a corded scanner	Bar-Code Scanner Overview	Operate a Wired Scanner
How to scan with a Batch Mini scanner	Batch Mini Scanner Overview	Batch Move ROPs & Batch Upload ROPs

Workflow Process	Vignette	Tab
I. Entering NTA's or Zero Bond		
a. How to create a bar code label (option to auto-generate when an NTA is entered in CASE)	Create an ROP Bar-Code Label	Create a Label for a New Case
b. How to print a bar code label that did not auto-generate after NTA entry	Reprint an ROP Label	Reprint a Label for a New Case (No Auto-Print)
c. How to scan a bar code label (display the location of the NTA/ROP)	Batch Mini Scanner Overview Move an ROP	Batch Move ROPs Move Using a Wired Scanner
d. How to track a bar code label (display the location of the NTA/ROP)	Determine an ROP Location	Search the Bar Code Database for an ROP
e. How to create a bar code label for an existing case that does not have a bar-code label (Not in FileTrail system)	N/A	Print a Legacy Case Initial ROP Bar-Code Label QRG
II. Scheduling ISS Cases		
a. How to create a bar code label (option to auto-generate when EOIR Received Date is entered)	Create an ROP Bar-Code Label	Create a Label for an ISS Case
b. How to scan a bar code label	Move an ROP	Move Using a Wired Scanner
c. How to track a bar code label	Determine an ROP Location	Search the Bar Code Database for an ROP
III. Rejecting NTA's (No Bar Code is needed)	N/A	
IV. BIA ROP Requests		
a. How to create a bar code label for appeals requested by the Board (Bond Appeal, Interlocutory Appeal)	Copy an ROP Bar-Code Label N/A	ROP Label for an Appeal (also covers FOIA label) OCIJ Bar-Code Label Printing QRG

Workflow Process	Vignette	Tab
b. How to scan a bar code label	Move an ROP	Move Using a Wired Scanner
c. How to track a bar code label	Determine an ROP Location	Search the Bar Code Database for an ROP
V. Tape Bags		
a. How to create a bar code label	Copy an ROP Bar-Code Label	Other ROP Media Labels
b. How to scan a bar code label	Move an ROP	Move Using a Wired Scanner
c. How to track a bar code label	Determine an ROP Location	Search the Bar Code Database for an ROP
VI. Documents (Accepted at the front window, in court, or by mail) (Create, scan, track bar code labels)	Copy an ROP Bar-Code Label	Other ROP Media Labels Note: Document (media) types must be created for the documents in FileTrail.
a. MTR		
b. Response to MTR (optional)		
c. E-33 (optional)		
d. E-28 (optional)		
e. Stay of Removal		
VII. How to create and use Scan Sheets	N/A	Print Bar Code Location Scan Sheet QRG
VIII. How to manually create a new label (new volume)	Copy an ROP Bar-Code Label	ROP Volume Label
IX. How to use the Administration Functions		
a. How to create a new location	Maintain FileTrail Locations Database	Maintain Offices Database Maintain Places Database Maintain Shelving Database
b. How to set a default printer	N/A	Assigning a Local Bar-Code Printer in FileTrail QRG Assigning a Network Bar-Code Printer in FileTrail QRG